

## **DRAFT MINUTES**

### **STRATEGIC PLANNING AND REVIEW COMMITTEE VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD June 20, 2005 Richmond, Virginia**

MEMBERS PRESENT: James F. McGuirk, II, Chairman  
Jimmy Hazel  
Len Pomata

MEMBERS ABSENT: Chris Caine

OTHERS PRESENT: Lem Stewart, Commonwealth Chief Information Officer  
Jerry Simonoff, VITA Strategic Management Services Director  
Dan Ziomek, VITA Associate Director for Project Management  
Paul Lubic, VITA Associate Director for Policy, Practice  
and Architecture  
Mike Sandridge, VITA Project Management Division  
(See Attached Attendance Log)

#### **Call to Order**

Mr. McGuirk called the Strategic Planning and Review Committee meeting to order at 10:00 a.m. Following a roll call, Mr. McGuirk acknowledged that a quorum of the members was present.

#### **Approval of Minutes**

Mr. McGuirk called for approval of the minutes of the May 16, 2005 Committee meeting.

***MOTION: A motion was made by Mr. Pomata that the minutes of the May 16, 2005 meeting of the Strategic Planning and Review Committee be approved as written. Seconded by Mr. Hazel, the motion carried unanimously.***

#### **Committee Administration and Staff Support**

Mr. Dan Ziomek, Associate Director of the Project Management Division, advised Committee members that he would brief the IT Investment Board on the Project Management Division's first annual report at their meeting later that day.

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Mr. Mike Sandridge, Project Management Division, presented a staff tracking log indicating the status of Committee actions and/or requests. Mr. Ziomek advised that the log would be continually updated and provided to the Committee for their information. Discussion followed. Mr. McGuirk requested that the log be divided into two sections—one for closed actions, and one for open actions.

Mr. Sandridge also presented a document summarizing the recent Secretarial presentations to the Committee and responses provided by the Secretary of Natural Resources and the Secretary of Education to questions that had been asked by Committee members.

Mr. Paul Lubic, Associate Director for Policy, Planning and Architecture, briefed Committee members on their previous request to pursue a joint meeting with the strategic planning committee of the Council on Virginia's Future to discuss enterprise activities and strategic planning initiatives. He reported on his meeting with the Council's Executive Director Jane Kusiak and advised of her suggestion that the Committee meet with the Council's Vision Committee. He advised that the Council on Virginia's Future would be briefed on the Enterprise Business Architecture at their August retreat, so it was suggested the joint meeting take place some time after that date. Mr. Lubic advised that the staff agreed to hold meetings more frequently to further better communication between the IT Investment Board and the Council.

Discussion followed on the need to include in the briefing the Public Private Education Facilities and Infrastructure Act (PPEA) proposals, as well as the Enterprise Business Architecture.

**Major IT Projects Status Report**

Mr. George Williams, Project Management Division, gave a status report on major information technology projects. He noted that there were 30 projects listed and that 28 of those projects were active. He explained in the CIO assessment that one project had been rated Red and four had been rated Yellow. He then advised Committee members on why the projects had been rated Red or Yellow. Discussion followed on the need for the report to reflect any approved baseline changes to the project and the reason for the change (i.e., change in requirements or a management or contractor action). Committee members discussed when and how a project is identified as failed. The Committee requested that comments associated with Yellow or Red CIO assessments estimate the impact of the issue on the cost, schedule, and performance baselines and state the actions required to address the issue.

***STAFF ACTION: Staff will modify the Major IT Projects Status Report to include approved baseline changes and justifications.***

***STAFF ACTION: Staff will modify the Major IT Projects Status Report to include in the CIO comments, for projects assessed as Yellow or Red, an estimate of the impact to project cost,***

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***schedule, and performance baselines and identify the actions required to address the downgraded status.***

Commonwealth Strategic Plan for Technology

Mr. Paul Lubic, Associate Director for Policy, Practice and Architecture, briefed Committee members on the proposed approach for developing the *Commonwealth Strategic Plan for Technology*. He noted that the overall objective is to establish a stakeholder-centric, statewide strategic IT planning process. He discussed five specific steps to be taken in development of the Plan and presented timeframes for each of the steps. Mr. Lubic also discussed the relationship between the strategic plan for technology and the budget planning cycle. The final Plan is scheduled to be released by March 31, 2006. Discussion followed on the need for the Plan to address technology trends and cutting edge technical solutions.

VITA Operations Plan

Ms. Lynne Wasz, VITA Strategy and Performance Specialist, briefed Committee members on the VITA Operations Plan currently being completed. She explained that the VITA Operations Plan would serve as an update to VITA's Business Plan and also satisfy the Department of Planning and Budget's (DPB) requirement for an agency strategic plan. She reviewed the Plan contents and methodology. She advised that objectives and strategies would be developed over the next two years for all of VITA's functional areas, and that performance measurements would be initiated for all agency objectives.

Ms. Wasz advised that the Plan would be completed on July 1<sup>st</sup> and submitted to the Department of Planning and Budget on July 15<sup>th</sup>. She noted that the IT Investment Board would review the document during the summer and that amendments could be submitted to DPB by September 20<sup>th</sup>.

Discussion followed on VITA's service areas and on the objectives and strategies planned for the functional areas.

Recommended Technology Investment Projects Report

Ms. Constance Scott, Project Management Division, briefed Committee members on the development of the Recommended Technology Investment Projects (RTIP) Report due to be submitted to the Governor and General Assembly on September 1<sup>st</sup>.

Ms. Scott presented a list of action items with scheduled completion dates. She then briefed Committee members on some emerging issues—Timing of the RTIP Report and the Agency Strategic Planning Processes; Higher Education Business Alignment; and the Priority Technology Investment Projects Report.

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Discussion followed. Committee members decided that even though needed information about the projects would be unavailable in time to include in the report, no updated RTIP report would be submitted in the fall. Committee members agreed that the report should explain that the information contained in the report was limited due to timing of the Department of Planning and Budget's strategic planning cycle. This reporting would also serve as a basis for a legislative request in 2006 to have the September 1 due date for the report changed to November 1.

Other Business

No other business was discussed.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 12:10 p.m.

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**ATTENDANCE LOG**

Fred Norman	CVC, LLC
Chris Chappell	Auditor of Public Accounts
H.F. Jones	NGIT
Katy Lansford	IBM
Rich Delaney	IBM
N. Pugar	Trebor Group
Glenn Davis	BranCore Technologies
Danny Berrier	SUN
Valerie Adkin	Virginia Community College System
Leslie Carter	VITA
Lynne Wasz	VITA
Judy Marchand	VITA
Linda Hening	VITA
Melissa Mutter	VITA
Constance Scott	VITA
George Williams	VITA
Paul Dodson	VITA